



City of Georgetown

THE CITY OF GEORGETOWN IS CURRENTLY ACCEPTING APPLICATIONS FOR COMPUTER SYSTEMS SPECIALIST: APPLICATIONS CAN BE OBTAINED ONLINE AT GEORGETOWNKY.GOV OR AT 100 COURT STREET GEORGETOWN, KY 40324. APPLICATIONS WILL BE ACCEPTED UNTIL FILLED.

COMPUTER SYSTEMS SPECIALIST

EQUAL OPPORTUNITY EMPLOYER

DRUG FREE WORKPLACE

AFFIRMATIVE ACTION PROGRAM M/F/D/V

GENERAL DUTIES AND RESPONSIBILITIES:

Essential: Provide end user support on all applications and workstations. Install and maintain all servers, workstations, printers and software applications. Install and maintain all network routers, switches, firewalls and filters. Troubleshoot and replace/repair servers, workstations, laptops and printers. Monitor and troubleshoot network issues. Maintain phone system and perform adds/moves/changes. Maintain server data backups. Maintain network documentation. Plan, design and implement network and server upgrades/changes. Maintain and operate AV equipment for City Council meetings and other meetings. Work with department directors to plan future upgrades and changes required for their particular department. Maintain City website. Work with outside agencies to improve network communication and data sharing. Assist other agencies, such as Planning Commission and Parks/Recreation as time permits. May be required to work outside of normal business hours and operate a motor vehicle.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

Training and/or Experience: Knowledge: Two year Associate degree in computer related field of study, plus four years of work related experience. Associate degree may be substituted by additional work related experience on a year-by-year basis.

Knowledge: Knowledge of Microsoft Windows XP, Windows 7, Windows Server 2003 and 2008, Active Directory and Group Policies, CISCO Routers and Switches, Barracuda Networks and spam filters, and IPSEC VPN.

Abilities: Must be able to perform network, hardware and software troubleshooting. Must be able to perform needs analytics for the entire City and have skills in project management, independent work and decision making.